



## *Peace Corps – Azerbaijan*

Peace Corps is currently seeking an Intern to provide administrative and logistics support to Peace Corps Azerbaijan.

The Peace Corps is a US governmental agency that promotes global peace and friendship by sending Volunteers to interested countries around the world. The Peace Corps has been operating for over 50 years in more than 135 countries to build world peace and friendship through fulfilling three goals: (1) To help the peoples of interested countries in meeting their needs for trained men and women; (2) To help promote a better understanding of the American people on the part of the peoples served; and, (3) To help promote a better understanding of other peoples on the part of the American people. Commitment to Peace Corps' mission and goals is a critical success factor for this position.

The Peace Corps first started its program in Azerbaijan in 2003 and since then more than 400 volunteers have served in the regions of Azerbaijan in Education, Community Economic Development and Youth Development programs. A new group of Volunteers arrives in Azerbaijan every year.

## **Intern**

*Start and End Dates: July 15<sup>th</sup> to August 30<sup>th</sup>, 2013*

**Position Summary:** The Intern provides general office, administrative and logistic support to Peace Corps Azerbaijan. He/she may assist with mailing, correspondence, filing, photo copying, making phone calls and appointments, translation and creating or maintaining files and documents, as needed.

### **Required Qualifications:**

- Fluency in English and Azerbaijani
- Good interpersonal skills
- Ability to work in Microsoft Office programs (Word, Excel, PowerPoint)
- Flexible, positive attitude, ability to work independently, ability to meet deadlines and multi task.

### **Further Information:**

**Note: This is an unpaid internship that is intended to provide experience working in an international office environment and a multi-cultural setting. This is an excellent opportunity for a university student or a young professional seeking to increase his or her level of experience. Although there is no salary associated with this position there will be a stipend of 100 USD per month to cover the intern's costs.**

**Application Process:** Application forms are available at [www.azerweb.com](http://www.azerweb.com). Qualified persons should submit completed applications via email: [AzJobs@az.peacecorps.gov](mailto:AzJobs@az.peacecorps.gov)

Applicants must submit the following: 1) completed application form and 2) CV or Resume. We recommend that you also submit a detailed cover letter including a written description of how you meet the position's qualifications. **Only short listed candidates will be contacted.**

**Application deadline is Friday May 17, 2013 at 6:00 pm**